



Superior Court of California
County of Riverside

JOB ANNOUNCEMENT

Continuous Recruitment - Interview list may be compiled without prior notice
COURT SERVICES / FINANCIAL SERVICES ASSISTANT

Recruitment No. 2007-E084

SALARY RANGE:

Level I: \$13.10 - \$17.05 per hour / Level II: \$14.39 - \$18.75 per hour
Additional premium may be available for bilingual skills.

LOCATION:

Riverside Superior Court is seeking qualified candidates to fill current and future vacancies. Locations include Banning, Blythe, Corona, Hemet, Indio, Moreno Valley, Murrieta, Palm Springs, Riverside, and Temecula.

MINIMUM

QUALIFICATIONS:

Level I: One year of clerical experience.

Level II: One year of clerical experience with the primary responsibility of processing legal documents in a court of law, law enforcement agency, or other court-related agency which would provide knowledge of criminal, civil, family law, probate, juvenile and/or traffic codes.

JOB DUTIES:

Job duties may include but are not limited to the following:

- Answer public inquiries; explain legal filing processes
- Receive and process legal documents; review documents for completeness, timeliness and conformity to legal requirements
- Schedule court appearances; prepare and update court calendars
- Accept filing fees, cash bail, fines and account payments; process mail and phone payments
- Update case records in an automated case management system
- Image case documents; maintain case files

**SUPPLEMENTAL
QUESTIONNAIRE:**

This supplemental questionnaire is intended to assist in evaluating the candidate's qualifications. Please respond to all questions on an 8-1/2 x 11-inch white paper and attach to your application. **Please include your job title and length of time at each position.**

1. Describe your experience in the following areas.

- **All candidates must respond to the following:**
 1. Answering public inquiries both on the phone and in person
 2. Receiving, reviewing and processing documents
 3. Cash handling and/or payment processing
 4. Entering and updating information in automated computer systems
- **Candidates applying for Level II must also respond to the following:**
 5. Explaining legal filing processes
 6. Receiving, reviewing and processing legal documents – please specify what legal documents you have processed
 7. Maintaining case files
 8. Accepting payments for court filing fees, cash bail and/or fines
 9. Scheduling court appearances and/or preparing court calendars
 10. Researching the financial status of clients in order to arrange & monitor payment plans or schedules

**REQUIRED
MATERIALS:**

- Court application
- Responses to supplemental questionnaire
- Typing certificate (see requirements below)

HOW TO APPLY:

Applicants must complete and submit a Superior Court of California, County of Riverside application. Application materials can be obtained in person at 4050 Main St., Lower Level, Riverside, CA 92501, by phone at (951) 955-8181, by e-mail at hrcourt@riverside.courts.ca.gov, or on the internet at <http://www.riverside.courts.ca.gov/jobs/> Completed application materials may be submitted in person, by email, by County mail at stop 1414, or mailed to: Superior Court of California, County of Riverside, Attn: Human Resources, 4050 Main St., Lower Level, Riverside, CA 92501.

Typing Certificate Requirements: A typing certificate showing at least 35 net WPM with a maximum of five (5) errors must be attached to the application. The certificate must be no more than two (2) years old from the date of application submission. Original typing certificates will not be returned. Typing certificates may be obtained online at internet sites such as www.learn2type.com or www.typingtest.com or through your local employment agency.

Recruiter: Christy Southworth

PHYSICAL DEMANDS: Strength, dexterity, coordination and vision to use a keyboard and video display terminal for long periods of time. Hearing and speaking ability to communicate clearly on the telephone and at a public counter. Standing for extended periods of time. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of objects weighing up to 25 lbs. such as files, stacks of papers, reference and other materials. Moving from place to place within an office; some reaching for items on high shelves and above and below desk level. Ability to perform repetitive writing, filing, document stamping, and scanning of documents.

GENERAL EMPLOYMENT INFORMATION

The provisions of this announcement do not constitute an implied or expressed contract, and any provisions contained in this announcement may be modified or revoked at any time. The requirements stated on the reverse represent only the minimum required to file an application. Meeting the listed requirements does not guarantee an interview. Equal Opportunity: Superior Court makes all appointments without regard to age, race, sex, religion, creed, ethnicity, disability, marital status or sexual orientation. Applicants with Disabilities: Reasonable accommodations will be made so applicants with disabilities may participate in the recruitment process. Advise Superior Court Human Resources of special needs in advance.

Employment Benefits:

Starting Salary: New employees usually start at the beginning step of the salary range.

Vacation: New employees accrue vacation at a rate of ten (10) days per year. In the fourth year (6,241 hours of service), vacation increases to 15 (fifteen days per year.) After 10 years (18,721 hours of service), vacation increases to twenty (20) days per year.

Work Week: Typical schedule is a 40-hour workweek, Monday through Friday. Employees are paid bi-weekly on Friday.

Holidays: The Superior Court observes all state holidays. Holidays are: New Years Day, Martin Luther King Jr. Day, Lincoln's Birthday Day, President's Day, Cesar Chavez Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, Day After Thanksgiving, and Christmas Day

Sick Leave: On approval of excused absence, eligible employees may use accrued sick leave.

Retirement: All regular employees are enrolled in the California Public Employees' Retirement System (CalPERS), which is coordinated with Social Security. Retirement formula: 3% at age 60 upon retirement (modified for Social Security).

Health Insurance: Court employees are provided a cafeteria-style flexible benefit plan, which offers health, dental and vision coverage.

Life Insurance: Court pays for \$25,000.00 basic life insurance policy. Additional supplemental coverage may be purchased.

Human Resources Office: The Superior Court Human Resources Office is located at the Riverside Historic Courthouse, 4050 Main St., Lower Level, downtown Riverside, CA 92501.

Hours of Operation: The Human Resources Department is open to the public, Monday through Friday, from 8:00 a.m. to 5:00 p.m. except for Court holidays.

Mailing Address: Superior Court of California, County of Riverside, Human Resources Department, 4050 Main St., Lower Level, Riverside, CA 92501, Attn: Human Resources.

Phone Numbers: The business office phone number is (951) 955-5557. The 24-hour job line is (951) 955-8181. The fax number is (951) 955-1498.

Website: Job opportunities are listed on the Superior Court website at: <http://www.riverside.courts.ca.gov/jobs/> The application form is available at this site in Adobe PDF and MSWord format.

Employment Applications: Applications must be legible, complete and signed to include any required certificates, forms, transcripts or Supplemental Application Forms.

Application Filing Deadlines: The Human Resources Department must receive all applications materials by 4:00 p.m. on the filing deadline date stated on the reverse. Postmarks are not accepted. Faxed applications are not accepted. If a filing deadline is not stated, applications will be accepted on a continuous basis and subject to closure without advance notice. To receive full consideration, applications should be filed promptly.

Application Information Change(s): Applicants are responsible for submitting changes in their application information such as address or phone number changes in writing.

Class Specification: For a complete class specification for this position, contact the Court Human Resources Department

Eligibility Lists: After successfully completing the entire recruitment process, candidates will have their name placed on an Eligible List. Placement on the Eligible List does not guarantee selection. When vacancies occur, the Eligible List is sent to appropriate Court divisions for selection.

Documentation: Federal law requires that all persons selected for employment complete and sign a form (INS-9) verifying the legal right to work in the United States.

Medical Examination: Employment is contingent upon successfully passing a job-related, pre-employment medical examination, which will include drug and alcohol testing.

Background Investigation: Superior Court employees shall be subject to a background investigation and fingerprinting. Convictions, depending upon the type, number and recency, may be disqualifying.

Work History: False statements or omission of facts regarding background or employment history may result in either disqualification or dismissal.

Employee Status: Employees in this classification serve a 2,080-hour probationary period, pursuant to LIUNA Memorandum of Understanding, and are governed by the Superior Court of California, County of Riverside, Human Resources Department Policies.